

S-E-C-R-E-T

Subject file

15 FEB 1979

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MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 14 February 1979

1. New Recruitment Office: [REDACTED] Chief, Recruitment Division, and [REDACTED] Deputy Chief, Recruitment Division, visited [REDACTED] on 8 February 1979 to inspect the area in the Federal Building which the General Services Administration has suggested we use for our new recruitment office. The Federal Building is located in the center of the downtown area, is serviced very well by public transportation, and is near numerous commercial parking facilities. The building is very clean and well maintained. Protective services appear to be more than adequate; security guards actively patrol the building during business hours. The space offered us is completely adequate for our purposes and we have asked the Office of Logistics to inform the General Services Administration that we will occupy the area. The Office of Logistics will now develop a plan of the modifications we require and send them to the General Services Administration. (U)

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2. Supergrade Factor Evaluation Workshop: [REDACTED] of our Position Management and Compensation Division served as coordinator of the second of a series of five workshops held at the [REDACTED], Office of Training, on 6 and 7 February 1979. Six senior officials from the DDS&T participated in the test and validation of the proposed Supergrade Factor Evaluation System. It was the consensus of the participants that, with a few modifications and refinements, the system contains valid criteria and methodology by which judgements can be objectively made as to whether Agency positions justify allocation of supergrade levels. (C)

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Original C1 BY 012963

Review On 15 February 1985

3. President's Executive Interchange Program: Information concerning the 1978/1979 President's Executive Interchange Program was forwarded to the Directorate Senior Personnel Officers recently with a request to submit nominations to the Office of Personnel by 9 February 1979. At the same time, identification of positions to host a private sector executive are being sought by 1 March 1979. (U/AIUO)

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4. Assisting in Making Film: The Chief of the Central Processing Branch has been asked by [REDACTED] and [REDACTED] of the Media Production Branch, OTR, to assist in the making of a movie which will depict the processing of a family traveling overseas on a PCS assignment. The film will follow the sponsor and his dependents from the time the travel order is prepared in the Area Division until the family arrives at the overseas post. (C)

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6. Reserve Meeting: The Military Reserve Meeting scheduled for Monday, 12 February 1979, was canceled because of snow. (U)

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8. Project AIM: The Office of Personnel's Insurance Branch will again participate in the DDA Project AIM Program. On 26 February the Chief of the Insurance Branch will brief an AIM meeting of potential selectees on the mission and function of the Branch and the specifics of the GS-07 Insurance and Claims Assistant position. We tentatively expect the assignment of an AIM-Selectee to the Branch by June 1979. (U/AIUO)

9. Combined Federal Campaign: An additional \$280 in Combined Federal Campaign donations have been received thus far in response to the Director's memorandum to all employees. (U)

10. Educational Aid Fund: One hundred and seventy-six (176) Educational Aid Fund applications have been distributed to 105 sponsors. (U/AIUO)

11. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the Program began on 15 June 1977 is 69. (U)

12. Rehired Annuitants: See attached report. (U)

COMING EVENTS:

(1). APP: Continue with analysis of the Annual Personnel Plans that have been received. (U)

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(2). Regulations and Notices: We plan to complete [REDACTED] and [REDACTED], Federal Employees' Compensation, and the Agency's Medical Program for Employees and Dependents Abroad; [REDACTED] Special Considerations in Hiring or Using the Services of Certain Individuals; and [REDACTED], Leave and Other Absences, for the Regulations Control Branch's final processing. (C)

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Att

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S E C R E T

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (7-13 February 1979) (U)

1. The following rehired civilian annuitant cases were approved by the Acting Director of Personnel as new hires: (U)

DDA

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- Independent Contractor, OS, effective 25 January 1979. (C)
- Independent Contractor, OS, effective 25 January 1979. (C)
- Independent Contractor, DCD, effective 31 January 1979. (S)

DDO

for

rehired civilian annuitant cases were approved by the Acting Director of Personnel: (U)

DDA

- Independent Contractor, OS, one-year extension. (C)
- Independent Contractor, OS, one-year extension. (C)

DDO

- Independent Contractor, DCD, one-year extension. (S)
- Independent Contractor, DCD, one-year extension. (S)

for

rehired civilian annuitant cases were approved by the Director for Administration: (U)

DDO

- Independent Contractor, IAD, one-year extension. (S)
- Independent Contractor, EUR Division,

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4. The following rehired civilian annuitant case was terminated:

DDA

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- Independent Contractor, OTR,
terminated 2 February 1979. (U)

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